



REQUEST FOR EDUCATIONAL FIELD TRIP

If the student has three (3) or more unexcused absences at the time of the trip request, the building principal will not approve it. Please follow instructions below:

1. Take home to be completed and signed by parent/guardian and student.
2. Return form to the attendance office to be approved by Principal.
3. You will be called back to the attendance office once your field trip is approved or disapproved.
4. You will then get signatures from your teachers.
5. You must return the form to the attendance office before you leave on your trip.

Field Trip Summary must be returned to the attendance office within five (5) days after return. Explanation of the Educational Field Trip policy is attached to this form.

Students will be limited to a maximum of five (5) school days per school year for educational trips

STUDENT NAME _____ DATE SUBMITTED _____

GRADE _____ HOMEROOM # _____ (Please Print) TOTAL # OF SCHOOL DAYS MISSED FOR TRIP _____

DEPARTURE DATE _____ DATE RETURNING TO SCHOOL _____

TRIP DESTINATION _____

STATEMENT EXPLAINING THE EDUCATIONAL VALUE OF THE TRIP FOR THE STUDENT:

TEACHER NOTIFICATION (Student must get signatures from all teachers AFTER administrative approval.)

Homeroom _____	Period 5A _____
Period 1 _____	Period 6 _____
Period 2 _____	Period 7 _____
Period 3 _____	Period 8 _____
Period 4A _____	Resource Per. _____

Upon return from the Educational Field Trip, each student must complete and return a **FIELD TRIP SUMMARY REPORT**, which-
needs to be handed in within **five (5)** school days for the days to be counted as excused.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

OFFICE USE ONLY

NUMBER OF SCHOOL DAYS MISSED PRIOR TO THE TRIP : _____ DATE FIELD TRIP SUMMARY REPORT IS DUE: _____

ADMINISTRATIVE SIGNATURE _____

Approved Not Approved

Date: _____

Field Trip Summary Report

A written report of the education field trip must be submitted to Mrs. Hoadley, Attendance Clerk, within five(5) school days upon return from the field trip.

Field Trip Summary Report Due by: ____/____/____

FAILURE TO SUBMIT THIS REPORT WILL RESULT IN THOSE DAYS BEING COUNTED AS UNLAWFUL/UNEXCUSED.

Student Name : _____ Date Submitted: _____

Grade: _____ Homeroom #: _____ Total # of school days missed for trip: _____

Departure Date: _____ Return Date: _____

Trip Destination: _____

Write a paragraph explaining the educational value of the trip. What did you learn? :

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Administrative Signature: _____

Trip Approved

Date: _____

Trip not approved

Mountain View School District ATTENDANCE POLICY SUMMARY

The complete policy may be found at mysd.net, Board of Education, Policy manual, policy #204 – (Revised July 2018)

The state of Pennsylvania considers the following conditions to constitute reasonable cause for absence from school.

"Absences will only be considered **Excused** - for illness, quarantine, death in the family, religious holidays or instruction, impassable roads and inclement weather.

EDUCATIONAL FIELD TRIPS

Upon receipt of a written request from the parents/guardians of the students involved, students may be excused from school attendance to participate in an educational tour or trip in accordance with state regulations.

- Approval of these trips shall be requested in writing, on forms provided by the district. Request forms for educational trips shall be available in the school office. Requests must be submitted at least three (3) school days before the date of departure and should be completed in detail. Forms shall not be accepted after the trip has been completed.
- The request must include the destination, date of departure, date of return, and a brief statement explaining the trip and its educational benefit(s) to the student. The student must be under the direction and supervision of a parent/guardian or another adult who is acceptable to the parent/guardian. The completed request form shall be submitted to the building principal. When requests are denied, parents/guardians will be notified by letter or telephone. The following conditions shall apply:
- The trip must be of educational value and not merely a matter of convenience to the parent/guardian or student. A written report of the educational field trip must be submitted to the building principal within five (5) school days upon return. Failure to submit this report will result in those days being counted as illegal/unexcused.
- Educational trips will not be approved if they conflict with mid-term exams, final exams, or the PSSA and Keystone Exam testing windows.
- Students will be limited to a maximum of five (5) school days per school year for educational trips. The number of student absences per school year, prior to the trip will be examined. **If the student has three (3) or more unexcused/unlawful absences at the time of the trip request, the building principal will not approve it.** If absences to date and the current field trip request combine to more than fifteen (15) days of absence, the building principal will not approve the educational field trip in its entirety. Each day of an educational field trip that exceeds the limit of fifteen (15) combined absences will be considered unexcused/unlawful.
- All trip request approvals are contingent on the fact that the student's absenteeism at the time of the trip has not exceeded the outlined parameters within this policy. **If, at the time of the trip, the student's attendance exceeds the parameters set forth in this policy, then all days missed over the allowed combined total of fifteen (15) days will be considered unexcused/unlawful and subject to the procedures set forth in this policy in regards to illegal/unexcused absences.**
- Students of any age must make up missed work or receive zeros for that work as per school policy. Schoolwork for the time of absence must be acquired prior to the time of the absence and be completed by the time of the return.
- Absences due to unapproved trips shall be counted as unexcused/unlawful absences and be subject to the procedures set forth in this policy in regards to illegal/unexcused absences.

WRITTEN EXCUSES

Students are allowed three (3) days following an absence to submit a written excuse to the attendance office. Excuses must be written and signed by the student's parent/guardian. Students may not write their own excuses. **Failure to submit an excuse will result in the absence being recorded as unlawful or unexcused.** Teachers do not pass out excuse forms.

ALL STUDENTS

Parents/Guardians of a student accumulating two (2) unlawful/unexcused absences will be notified by letter of the possible consequences for being truant pursuant to the Pennsylvania School Code. Parents/Guardians of a student accumulating three (3) unlawful/unexcused absences will be notified with both a registered letter and a regular mail letter of the possible consequences for being truant pursuant to the Pennsylvania School Code. Any unlawful/unexcused absence following the second notice will require the school to offer, in writing, the student and parent/guardian the opportunity to participate in a meeting to create a Student Attendance Improvement Plan (SAIP) according to Pennsylvania Compulsory Attendance Guidelines.

STUDENTS UNDER FIFTEEN (15) YEARS OF AGE

For any student who has not attained the age of fifteen (15) who fails to comply with the compulsory attendance requirements and is habitually truant the school **must** refer the student to **either**: (1) a school-based or community-based attendance improvement program or (2) the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school **may** file a citation against the parent of a habitually truant child in a magisterial district court.

STUDENTS FIFTEEN YEARS OF AGE OR OLDER

For any student who has attained the age of fifteen (15) who fails to comply with the compulsory attendance requirements and is habitually truant the school **must either**: (1) refer the student to a school-based or community-based attendance improvement program **or** (2) file a citation against the student and parent in a magisterial district court. If the student incurs additional absences after a school refers that student to an attendance improvement program or the student refuses to participate in an attendance improvement program, the school **may** refer the student to the local CYS agency for possible disposition as a dependent child under the Juvenile Act.

STUDENTS AGE 17 OR OLDER

Principal will follow procedures noted under "All Students" section.

If plan is not effective:

- 10 or more consecutive unexcused absences –Principal may drop from the rolls any student who has clearly failed to demonstrate any serious intent to graduate from high school.
- 18 or more unexcused, unexplained or unauthorized total absences- Principal may drop from the rolls any student who has clearly failed to demonstrate any serious intent to graduate from high school.
- 15 unexcused, unexplained or unauthorized total absences= loss of credit for the school year. May be required to repeat the school year.
- Seniors with 10 unexcused, unexplained or unauthorized total absences who have met the academic requirements, will be issued a diploma, but will not participate in commencement exercises.
- Students at any age who have reached a total of thirty (30) days of absence in one school year may be required to repeat the school year.